P6641R01
LEAVE AND EARNINGS STATEMENT

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PURPOSE: The purpose of the Leave and Earnings Statement (LES) is to provide the employee with a biweekly record of earnings, deductions, and leave information. The LES provides civilian employees with pertinent and timely information. The form, designated as DFAS Form 1, is tailored to each employee, that is, only earnings, deductions, and leave data applicable to the individual employee will be printed.

Information printed will be textual, eliminating the need for the employee to refer to pay, deduction, or leave codes. Remarks based on payroll and personnel actions processed during the pay period will also print on the LES.

SORT SEQUENCE: These statements are sorted by Defense Automated Printing Service Sites, then zip codes. See System Processing number 5 for file printing sort.

FREQUENCY: BI-WEEKLY. This report is generated at the end of the pay period.

DISTRIBUTION: These statements are printed at various Defense Automated Printing Service Sites then mailed to the employees.

BLOCK#	TITLE:	FIELD/DESCRIPTION
1	**PAY PERIOD END**	**PAY PERIOD END DATE** This is the last day of the pay period reflected in the data on this LES. The date is in mm/dd/yy format.
2	**PAY DATE**	**PAY PERIOD DISBURSING DATE** This is the actual payday for the above pay period.
3	**NAME**	**EMPLOYEE NAME** This is the employee name as it appears in the payroll records.
4	**PAY PLAN/ GRADE/STEP**	**PAY PLAN CODE/GRADE CIVILIAN PAY RATE STEP** This is the employee's current pay plan, pay grade, and step. If an employee is in "retained grade" status the retained pay plan, grade and step used to calculate pay entitlements are not printed, however, the message "PAY COMPUTED USING RETAINED INFORMATION" is printed in the Remarks section.

5	**HOURLY/DAILY RATE**	**SALARY HOUR/SALARY CLASSROOM DAY** This is the daily rate of pay for employees whose pay basis is per day, or the hourly rate of pay for all others.
6	**BASIC OT RATE**	**GRADED OVERTIME HOURLY LIMIT** For employees not eligible for overtime pay, this block will be blank. For employees eligible for overtime pay: - for Federal Wage System employees, this is the Hourly Rate in block 5 times 1.5, although the actual overtime rate for any given day can be affected by shift or other premium pay; - for exempt employees, this is the Hourly Rate times 1.5, or the maximum overtime rate payable (GS10 Step 1). - for non-exempt employees, this is the maximum overtime rate, therefore this will be the Hourly Rate times 1.5, or the maximum overtime limit of a GS10 Step 1 if the employees overtime pay is equal to or exceeds the GS10 Step 1 amount.
7	**BASIC PAY + LOCALITY ADJ = ADJUSTED BASIC PAY**	**NO DATA ELEMENT + SALARY LOCALITY ADJUSTMENT = SALARY ANNUAL** For employees paid an annual salary (pay basis 'PA'), this is the basic annual pay. If a locality adjustment is applicable, the block will also contain the locality adjustment annual amount and the adjusted basic annual pay. These values are shown on the SF-50.
8	**SOC SEC NO**	**EMPLOYEE IDENTIFICATION** For U.S. citizens, this is the employee's Social Security Number. For non-citizens, this is the identification number assigned by the HRO.
9	**LOCALITY %**	**LOCALITY PAY PERCENTAGE** This is the percentage for any applicable locality adjustment.
10	**FLSA CATEGORY**	**FAIR LABOR STANDARDS ACT EXEMPT STATUS** This is the employee's Fair Labor Standards Act (FLSA) status, E for exempt, N for non-exempt. The FLSA Status used to calculate the employee's pay is printed.

11	**SCD LEAVE**	**SERVICE COMPUTATION DATE LEAVE** This is the employee's Service Computation Date for Leave. This date is used to determine the annual leave accrual rate and is shown on the SF-50.
12	**MAX LEAVE CARRY OVER**	**ANNUAL LEAVE CEILING** This is the maximum number of annual leave hours which the employee may carry from one leave year to the next.
13	**LEAVE YEAR END**	**LEAVE YEAR END** This is the last day of the current leave year. This is the date any annual leave above the "Max Leave Carry Over" amount will be forfeited.
14	**FINANCIAL INSTITUTION - NET PAY**	**NAME** This is the name of the financial institution receiving the employee's net pay direct deposit.
15	**FINANCIAL INSTITUTION - ALLOTMENT #1**	**NAME** This is the name of the financial institution receiving a direct deposit of an employee savings allotment.
16	**FINANCIAL INSTITUTION - ALLOTMENT #2**	**NAME** This is the name of the financial institution receiving a direct deposit of an employee savings allotment.
17	**TAX, MARITAL STATUS, EXEMPTIONS, ADD'L**	**TAXING AUTHORITY CODE, MARITAL STATUS, EXEMPTIONS, ADDITIONAL TAX WITHHOLDING** This block contains any applicable federal and state tax information. Line 1 contains "FED" for federal tax, if applicable, under the heading "TAX". The current federal filing status, 'M' for married or 'S' for single, prints under the heading "MARITAL STATUS". Lines 2 and 3 contain information for any state, U.S. territory, or foreign country taxes currently being withheld. The Postal Service two character state abbreviation or a two character country code prints under the heading "TAX". This abbreviation will also print in the Deductions Section of the LES, on the applicable "TAX, STATE" line, for easy identification of the tax deduction amount by taxing authority.

The filing status (M, S, Z, O, Y, X, or H, depending on state) prints under the heading "MARITAL STATUS". For the Republic of Panama, the filing status codes (A, B, C, D, E) prints. Under the heading "EXEMPTIONS", the number of exemptions claimed prints, when applicable. If the state allows personal and dependent exemptions a "P" or "D" will precede the number of exemptions printed. Any amount being voluntarily deducted in addition to the calculated withholding amount prints under the heading "ADD'L".

All "ADD'L" amounts are required to be positive amounts, with the exception of the State of Connecticut and the Republic of Panama which allow the employee to request a negative amount of "ADD'L.

18	**TAX, MARITAL STATUS, EXEMPTIONS, ADD'L TAXING AUTHORITY**	**TAXING AUTHORITY CODE, MARITAL STATUS, EXEMPTIONS, ADDITIONAL TAX WITHHOLDING, TAXING AUTHORITY CODE NAME**

This block contains any applicable city, county or other local tax information. Each taxing authority has an assigned code which prints under the heading "TAX". The current filing status prints under the heading "MARITAL STATUS". Under the heading "EXEMPTIONS", the number of exemptions claimed prints, when applicable. If the locality allows personal and dependent exemptions a "P" or "D" will precede the number of exemptions printed. Any amount being voluntarily deducted in addition to the calculated withholding amount prints under the heading "ADD'L". The name of the tax or taxing authority prints under the heading "TAXING AUTHORITY". When applicable, if the employee claims non-resident status "NR" will print at the end of the taxing authority name. The code assigned to the tax also prints in the Deductions Section of the LES, on one of the following lines, "TAX,LOCAL, TAX, LOC JEDD, TAX,LOC SCH, TAX,LOC,OCC, TAX,LOC TRAN," for easy identification of the tax deduction amount. More than 2 different local taxing authority codes may appear in the deduction section, but a maximum of 2 are printed in this block.

19	CUMULATIVE RETIREMENT	**CUMULATIVE RETIREMENT TOTAL** This is the cumulative amount of retirement deductions made since transfer to the current payroll office for Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS) employees. The amount is identified as follows: CSRS: This field represents the total cumulative CSRS Retirement amount (Pay Detail Codes TA + TF - TG - TH + WA + WQ + WS). FERS: This field represents the total cumulative FERS Retirement amount (Pay Detail Codes TI + TR - TN - TT + WP + WR + WT).
	BIWEEKLY ANNUITY	**BIWEEKLY ANNUITY** For re-employed annuitants, block 19 also contains the biweekly annuity amount used to reduce the employee's biweekly gross pay.
20	MILITARY DEPOSIT	**MILITARY DEPOSIT** This is the Military Deduction "X5" Deduction Record amounts. PAID: This is a total of Payroll deductions plus cash payments made by the employee. OWED: This is the balance owed which includes Interest that has been applied.
21	GROSS PAY, TAXABLE WAGES NONTAXABLE WAGES, TAX DEFERRED WAGES, DEDUCTIONS, AEIC, NET PAY	**WAGES** This block contains, where applicable, the current pay period amounts, under the heading "CURRENT", and the current pay year amounts, under the heading "YEAR TO DATE", for: <u>GROSS PAY</u> The sum of all types of earnings. <u>TAXABLE WAGES</u> The sum of all earnings subject to federal tax. For Non-US employees in Panama this will be earnings subject to Panama Income tax.

NONTAXABLE WAGES
The sum of all earnings exempt from federal tax, currently defined as:
- interest paid on back pay award
- cost of living allowance - cola (subject to Hawaii tax)
- living quarters allowance
- post allowance
- separate maintenance allowance
- subsistence expense allowance
- temporary quarters subsistence allowance
- remote site/offshore allowance (subject to California tax)
- lump sum cost of living allowance (subject to Hawaii tax)
- transfer allowance
- education allowance/education travel
The sum of all deductions exempt from federal tax, currently defined as:
- lodging
- subsistence
- parking
- transit
- vanpoll
For employees with a Pretax FEHB indicator 'R' (Reduction Applied) the following deductions are also defined as exempt from federal tax.
- the biweekly FEHB deduction
- any FEHB indebtedness collected in the current pay period

TAX DEFERRED WAGES
The sum of all deductions not subject to federal tax, currently defined as:
- Thrift Saving Plan
- 401(k) Saving Plan
- Teachers Insurance Annuity Association/College Retirement Equities Fund (Retirement and Supplemental Retirement Annuity)
- Fidelity Investment Program (Retirement and Supplemental Retirement Annuity)
For Non-U.S. employees in Panama who are eligible for TSP, this will be blank. Republic of Panama does not allow tax deferment of TSP.

DEDUCTIONS
The sum of all the payroll deduction amounts.

AEIC
The advanced earned income credit included in the employee's net pay.

NET PAY
The amount which remains after Deductions are subtracted from Gross Pay, plus any Advanced Earned Income Credit. The amount of the employee's biweekly direct deposit or check.

22   TSP/401(k) DATA   **TSP/401(k) DATA**
This block contains any applicable Thrift Savings Plan (TSP) or 401(k) Savings Plan information.

For TSP, the block contains the employee selected percentage.

For 401(k) plan the block contains the employee selected deduction percentage designated for each of the 401(K) Investment Funds: the Preservation of Capital (A), The Bonds and/or Other Securities (B), and Stocks (C).
In addition, the total wages used for the calculation of the deduction for 401(k) savings, when based on a percentage of pay, is printed.

From this point, the LES will be totally "free form". The sections listed below will not be numbered, will have no predetermined size. Data will print only if it applies to the specific employee.

CURRENT EARNINGS Section

The name of the earning is printed under the column heading "TYPE". The number of hours or days used in determining the amount is printed under the column heading "HOURS/DAYS". The dollar amount of the earnings prints under the heading "AMOUNT".

If an entitlement is not based on hours or days worked, the "HOURS/DAYS" column will be blank.

For any employee paid at a daily rate, all the figures under the column heading "HOURS/DAYS" are in days instead of hours.

TYPE	HOURS/DAYS	
REGULAR	hours	The first occurrence will be the regular hours paid at the regular hourly rate of pay for the associated hours. The second occurrence will be the regular hours paid at the alternate rate of pay for the associated hours paid to firefighters (employee type code equals 'G') and a firefighter divisor indictor equal to 'Y'.
		NOTE: Only firefighters with an employee type code equal to 'G' will have two occurrences of REGULAR earnings.
OT IN TOUR	hours	This will be the hours paid to firefighters (employee type code equals 'G') at one and half times the alternate rate of pay for Overtime within the tour.

AEIC	blank	Advanced Earned Income Credit
OVERTIME	hours	
NIGHT DIFF	hours	Night differential
SECOND SHIFT	hours	Second shift premium
THIRD SHIFT	hours	Third shift premium
SUNDAY PREM	hours	Sunday premium
HOLIDAY PREM	hours	Holiday premium
ENVIRONMENTL	hours	Environmental differential
HAZARD DUTY	hours	Hazardous duty differential

NOTE: For Environmental and Hazardous Duty, the hours of exposure, as reported through time and attendance, will be printed. Payment may be made for more hours than reported.

STANDBY PREM	hours	Standby duty premium
AUO PREM	hours	Administratively uncontrollable overtime premium
AVAIL PAY	hours	Availability Pay
GTMO BEN ALW	hours	Guantanamo benefit allowance
PHYSICIAN AL	hours	Physicians comparability allowance
FRNGE BENEFT	hours	Fringe Benefit (Army COE only)
COLA	hours	Cost of living allowance
POST DIFF-NF	hours	Non-foreign post differential
POST DIFF	hours	Foreign post differential
DANGER PAY	hours	
TROP DIFF	hours	Tropical differential
STAFFNG DIFF	hours	Staffing differential
RETENTION AL	hours	Retention allowance
SUPVSRY DIFF	hours	Supervisory differential
LQA	days	Living quarters allowance
POST ALLOW	days	Post allowance
SMA	days	Separate maintenance allowance
TQSA	days	Temporary quarters subsistence allowance
SUB EXP ALW	days	Subsistence expense allowance
REMOT/OFFSHR	days	Remote site or offshore allowance
INTERST PAID	blank	Interest paid on a backpay award
RECRUIT INC	blank	Recruitment incentive
TRANSFER ALW	blank	Transfer allowance
EDUC ALW/TVL	blank	Education allowance/education travel
RECRUT BONUS	blank	Recruitment bonus
RELOCA BONUS	blank	Relocation bonus
SUGGESTN AWD	blank	Beneficial suggestion award
INCENTVE AWD	blank	Incentive award
SES AWARDS	blank	Senior Executive Service Awards
XTRACURR PAY	blank	Extra-curricular pay, for DODEA
XTRADUTY PAY	blank	Extra duty pay, for DODEA
COND EMPL	days	Condition of Employment Compensation for Teachers assigned as Dormitory Counselors

FGN LANG AWD	blank	Foreign language award
PRODUCT AWD	blank	Productivity gainsharing award
SEPARATN INC	blank	Voluntary separation incentive
FLIP/FLPP	hours	Foreign language proficiency pay
LUMP SUM PD	hours	Lump sum payment for annual leave, restored leave, base closure leave, including all applicable premiums
ADV ANNUAL	hours	Collection for advanced annual leave used
ADV SICK	hours	Collection for advanced sick leave used
CRED HR PD	hours	Payment for credit hours
COMPTIME PD	hours	Payment for compensatory time or for religious compensatory time
AGED CT PD	hours	Payment for Compensatory Time that has reached the aged limit of 26 pay periods.
ADV RELIG	hours	Collection for advanced religious compensatory time used
ADV TIMEOFF	hours	Collection for advanced time off award used
SEVERANCE	days	Severance pay, for separated employees
INJURY COP	days	Injury compensation for separated employees
JROTC SUP	days	Junior Reserve Officer Training Corps Supplemental Pay
IMMIN DANGER	hours	Imminent danger pay

RETROACTIVE EARNINGS Section

The column headings in this section will be the same as the Current Earnings section. The same types of earnings may also be present. This section is to distinguish earnings for prior pay periods due to corrections to time and attendance, late processing of personnel actions, or other similar corrections, from current pay period earnings. The earnings in this section may be negative, showing collections for previous overpayments.

DEDUCTIONS Section

The name of the deduction prints under the column heading "TYPE". Information to further identify certain deductions may print under the heading "CODE". The current pay period deduction amount prints under the heading "CURRENT". The total amount of the deduction for the pay year prints under the heading "YEAR TO DATE".

TYPE

ADVANCED PAY	Collection of advanced pay for an overseas assignment
ALIMONY, ARR	Court ordered garnishment for arrearage of alimony
ALIMONY, GRN	Court ordered garnishment for alimony
ALIMONY, VOL	Voluntary payment for alimony
ALLOTMENT,SV	Savings allotment; #1 or #2 under CODE refers to the financial institution in LES block 15 or 16
CHAP 13 PMT	Court ordered garnishment for Chapter 13 bankruptcy
CHARITY	The payroll office assigns a unique identifier to each charity, which prints under CODE to identify the charity for which the deduction is taken
CHLD SUP,ARR	Court ordered garnishment for an arrearage of child support
CHLD SUP,GRN	Court ordered garnishment for child support
CHLD SUP,VOL	Voluntary payment for child support
COMM GRN	Court ordered commercial garnishment
COMM GRN FEE	Processing fee for a court ordered commercial garnishment
DEBT,DOD INV	Involuntary payment of a DoD debt
DEBT,DOD VOL	Voluntary repayment of a DoD debt
DEBT,FEHB	Collection of a debt for health benefits; the FEHB enrollment code for which the debt was created prints under CODE
DEBT,GOV INV	Involuntary payment of a non-DoD government debt
DEBT,GOV VOL	Voluntary payment of a non-DoD government debt
DEBT,JDGMNT	Involuntary indebtedness judgment awarded by a Federal Court
DEBT, ROUTINE	Collection of Routine Debt
DEBT,TRAVEL	Collection of a travel overpayment
DEFRD COMPEN	Deduction for Title 32 employees enrolled in a deferred compensation program with a private insurance or investment firm
DISABILITY INS	Disability Insurance - USUHS employees only
FEGLI	Federal Employee Group Life Insurance; the code contains the coverage code (A-N,P-Z, or 9) as shown on the SF-50
FEGLI OPTNL	Optional FEGLI. Under CODE, the selected options will be identified, A for Standard $10,000 option, B for Additional Multiples of Pay, and C for Family Coverage
FEHB	Federal Employees Health Benefits; the enrollment code for the plan selected prints under CODE
FEHB REFUND	Money being refunded due to a retroactive change in an employee's Federal Employees Health Benefits; the enrollment code for the plan that is refunding the payment prints under CODE
FEHB RETRO	Money being collected from the employee due to a retroactive change or late enrollment of an employee's Federal Employees Health Benefits; the enrollment code for the plan that is receiving the payment prints under CODE.
LODGING	Payment for authorized housing.
MEDICARE	Compulsory Hospital Insurance (Part A)
MIL DEPOSIT	Military deposit
MUNDIAL HLTH	Asegurodora Mundial Hospital Insurance
MUNDIAL LIFE	Asegurodora Mundial Death and Dismemberment Insurance
NGAUS	National guard insurance; the Plan selected, A for TECHLIFE, B for TECHPAY DISABILITY, C for SUPPLEMENTAL DISABILITY, D for GUARDLIFE, E for VALUELIFE will print under CODE
OASDI	Old age, survivors, and disability insurance; this has commonly been called social security

ORG/UNION	Union or professional organization dues; the identification number assigned to the union or organization, which should also appear on the form requesting the deduction, will print under CODE
OS ALLOT DEP	Overseas Allotment; used for support of dependents
OS ALLOT HME	Overseas Allotment; used for payment of home loans
OS ALLOT INS	Overseas Allotment; used for payment of Private Insurance
OS ALLOT OTH	Overseas Allotment; used by Non-US employees based on local customs or practice
OS ALLOT SAV	Overseas Allotment; used for Savings, EFT/DD to a financial institution
OS TELEPHONE	Deduction for the payment of overseas telephone bill
PALIC NEW 92	Panamerican Life Insurance; deductions are based on employee's age
PALIC PRE 92	Panamerican Life Insurance; deductions are based on employee's salary
PN FURNITURE	Payment for use of government furniture in Panama
PN HOUSING	Payment for use of government housing in Panama
PN TELEPHONE	Payment for use of telephone in government housing in Panama
PN UTILITIES	Payment for use of utilities in government housing in Panama
PRE FEHB COL	Prepaid FEHB premiums Collected
QUARTERS	Payment for use of government housing, excluding government housing in Panama
RENT, KUNA	Payment for government housing by Kuna Indians
RET, FIDELITY	Fidelity Investment Program - retirement plan for eligible USUHS employees only
RET, TIAA/CRF	Teachers Insurance Annuity Association/College Retirement Equities Fund - retirement plan for eligible USUHS employees only
RETIRE, CSRS	CSRS retirement; the employee's retirement code shown on the SF-50, will print under CODE
RETIRE, FERS	FERS retirement; the employee's retirement code shown on the SF-50, will print under CODE
RETIRE, NAF	Non-appropriated Fund retirement; the employee's retirement code, shown on the SF-50, will print under CODE
RETIRE, SERS	State employee retirement system, Title 32
SAVINGS BOND	The total amount deducted for U.S. savings bonds
SEGURO H/M	Panama Seguro Social (Social Security) Health and Maternity Insurance portion
SEGURO SOCIAL	Panama Seguro Social (Social Security) both the Retirement plus Health and Maternity Insurance portions
SPECIAL PAY	An amount paid outside the system for a prior period, which is collected from the retroactive earnings for this pay period
SRA FIDELITY	Supplemental Retirement Annuity for Fidelity Investment Program - eligible USUHS employees only
SRA TIAA/CRF	Supplemental Retirement Annuity for Teachers Insurance Annuity Association/College Retirement Equities Fund - eligible USUHS employees only
ST/PRV INS	State or private insurance plans, Title 32
SUBSISTENCE	Payment for authorized meals.
TAX LEVY FED	Garnishment for a federal tax levy
TAX LEVY S/L	Garnishment for a state or local tax levy
TAX PMT, VOL	Voluntary tax payment to IRS
TAX, EDUCA	Panama Education Security Tax
TAX, FEDERAL	Federal income tax
TAX, LOCAL	City, county or other local withholding tax; the taxing authority code assigned will print under CODE; also found in LES block 18 for current deductions

TAX, LOC JEDD	City, county or other local Joint Economic Development District tax; the taxing authority code assigned will print under CODE; also found in LES Block 18 for current deductions.
TAX, LOC OCC	City, county or other local occupational tax; the taxing authority code assigned will print under CODE; also found in LES block 18 for current deductions
TAX, LOC SCH	City, county or other local school tax; the taxing authority code assigned will print under CODE; also found in LES block 18 for current deductions
TAX, LOC TRAN	City, county or other local transportation tax; the taxing authority code assigned will print under CODE; also found in LES block 18 for current deductions
TAX, LOC USER	City, County or other local employee user fee; the taxing authority code assigned will print under CODE; also found in LES block 18 for current deductions.
TAX, PANAMA	Panama Income Tax
TAX, STATE	State, territory, or foreign income tax; the two character state or country abbreviation will print under CODE; also found in LES block 17 for current deductions

NOTE: When there is only a year to date amount for a state or local tax on the LES, this indicates that a current year tax deduction is no longer active and the taxing authority name for the previous tax will no longer appear in LES block 17 or 18. The employee can refer to a prior LES, produced when the tax was active, to determine the taxing authority, if necessary.

PARKING	Parking; amount of the Pretax Transportation Benefit deducted from the employees pay for parking.
TRANSIT	Transit; amount of the Pretax Transportation Benefit deducted from the employees pay to purchase Transit passes.
VANPOOL	Vanpool; amount of the Pretax Transportation Benefit deducted from an employees pay to pay for uses of commercial vanpool services.
TSP LOANS	Loan payment to the Thrift Investment Board; the TSP Loan Number prints under CODE
TSP SAVINGS	Thrift savings plan; the total percentage of salary being deducted, 1%-10%, prints under CODE: also shown in LES block 22
UCGLI	Union Central Group Life Insurance - USUHS employees only
401(K) LOANS	Loan payment to the Non-appropriated Fund Employee 401(k)Plan Trust
401(K)SAVNGS	401(k) savings plan; the total percentage of salary being deducted, 1%-10%, prints under CODE: also shown in LES block 22

LEAVE Section

Only those types of leave applicable to an individual employee print on the employee's LES.

The name of the type of leave prints under the heading "TYPE". Any balance carried from the previous leave year prints under the heading "PRIOR YR BALANCE", when applicable. The accrual for the pay period reflected on this LES prints under the heading "ACCRUED PAY PD", when applicable. The leave year to date total accrual prints under the heading "ACCRUED YTD", when applicable. Usage for the pay period reflected on this LES prints under the heading "USED PAY PD". Total usage for the leave year to date prints under the heading "USED

YTD". Any leave donated to another person prints under the heading "DONATED/ RETURNED". Any unused amount returned in the same year will be subtracted from this amount and added to the balance. Any balance of leave available for use prints under the heading "CURRENT BALANCE". In the case of advanced leave, the current balance will be a negative figure. Under the heading "USE-LOSE/TERM DATE" there will be an amount or a date, depending on the type of leave. These will be explained further below.

<u>The following are types of paid leave or absence</u>.

<u>TYPE</u>

ANNUAL	The USE-LOSE/TERM DATE column contains the amount projected to exceed the maximum carry over at the end of the leave year; the use or lose amount.
SICK	
EDUCATOR	This is for DODEA teachers only and is currently reported as sick leave.
BASE CLOSURE	The amount added to this balance is shown in the "ACCRUED YTD" column in the pay period in which the leave is transferred from annual to base closure leave. The USE-LOSE/TERM DATE column contains the date of expiration, or forfeiture, when applicable.
RESTORED	An employee may have up to three restored leave entries. For each, the amount restored is shown in the "ACCRUED YTD" column in the pay period in which the leave is restored. The LOSE-USE/TERM DATE column is the expiration, or forfeiture, date of each restored leave balance.
COMPENSATORY	Compensatory time earned by an employee in a pay period is limited to the number of hours which the employee would be entitled to receive overtime compensation before reaching the biweekly maximum of GS-15, step 10. DCPS will systematically payoff/forfeit compensatory time aged 26 pay periods. The definition of Aged Compensatory Time applied depends on the employee's agency. The Defense Logistics Agency (DLA) employees have their aged compensatory time identified as compensatory time earned on or after January 5, 1997. NON-DLA employees have their aged compensatory time identified as compensatory time earned on or after June 8, 1997.
GF COMP TIME	Grandfathered compensatory time for Defense Logistics Agency (DLA) employees have their Grandfathered compensatory time identified as compensatory time earned prior to January 5, 1997. Grandfathered compensatory time for NON-DLA employees is identified as compensatory time earned prior to June 8, 1997.
COMP-RELIG	Religious compensatory time is for religious observances. Time off for religious reasons are recorded in this field and may be worked either before or after the period of time off. Advance time off for religious reasons should be repaid within a reasonable time (normally 90 days).
CREDIT HRS	Credit hours may only be worked by employees on flexible schedules. Credit hours are hours in excess of the basic work requirements, but within the tour of duty. Credit hours shall be earned and used in the same increments as other leave.
DONATED	This leave type prints for leave recipients only. Donated leave received is shown in the "ACCRUED YTD" column in the pay period in which the adjustment is processed. Any amount of unused donated leave returned to the donors prints under the Column heading "DONATED/RETURNED".

TIME OFF AWD	The employee has a year from the effective date to use the award hours. When an award is used the employee has two fields, which are updated. The USE YTD and USE TD. The leave end roll will 'zero' out the USE YTD field on the employees Master Leave History record, but the USE TD will remain until the award is over one year old. The LES has no USE TD field so the USE YTD field on the LES is used to show the number of hours used toward a given award.
MILITARY	Military leave is based on a fiscal year, therefore, the annual accrual will show in the ACCRUED YTD column in the pay period containing Oct 1. The USE-LOSE/TERM DATE column contains the amount which will be forfeited on September 30 if not used.
SHORE	The LOSE-USE/TERM DATE column contains the expiration date, if applicable.
HOME	
INJURY (COP)	The LOSE-USE/TERM DATE column contains the applicable injury date/injury number.
LAW ENFORCE	Leave for law enforcement purposes is based on a calendar year, not leave year, with a maximum of 22 days authorized.
HOLIDAY	
FAMILY	The sum of all types of family leave used. The USE-LOSE/TERM DATE column contains a date 1 year from the first reported use of family leave.
ADMIN	Administrative leave granted by the employer.
COURT	Jury duty or Witness leave
DC GUARD	Leave for duty with the DC National Guard
INJ ADMIN	Time reported from the time of an injury until the end of the scheduled shift
EXCUSED NONWORK PD	Authorized absence from duty, such as tardiness

The following are all types of unpaid leave or absence.

TYPE

LWOP	Authorized leave without pay.
SUSPENSION	Temporary non-pay and non-duty status
AWOL	Absence without leave
FURLOUGH	Activity ordered leave without pay, usually due to temporary lack of funds
N/DTY IN SCH	Nonduty within the predetermined schedule, for DODEA only.
MIL LWOP	For employees called to active military duty
WORKERS COMP	Absence when the employee is paid by the Office of Worker's Compensation

The following types of leave may have **"PRIOR YR BALANCE"** hours or days reported on the LES:

ANNUAL, SICK, RESTORED, COMPENSATORY, COMPEN-RELIG, GF COMP TIME, CREDIT HRS, TIMEOFF AWD, MILITARY, SHORE, and HOME.

The following types of leave may have **"ACCRUED PAY PD"** hours or days reported on the LES:

ANNUAL, SICK, COMPENSATORY, COMPEN-RELIG, CREDIT HRS, SHORE, HOME.

The following types of leave may have **"ACCRUED YTD"** hours or days reported on the LES:

ANNUAL, SICK, EDUCATOR, BASE CLOSURE, RESTORED, COMPENSATORY, COMPEN-RELIG, CREDIT HRS, DONATED, TIMEOFF AWD, MILITARY, SHORE, HOME.

All types of leave may have **"USED PAY PD"** hours or days reported on the LES.

The following types of leave will not have **"USED YTD"** hours or days reported on the LES; the year to date totals will be included in the ADMIN year to date total.

COURT, DC GUARD, INJ ADMIN, EXCUSED, NONWORK PD

The following types of leave will not have **"USED YTD"** hours or days reported on the LES; the year to date totals will be included in the LWOP year to date total.

SUSPENSION, AWOL, FURLOUGH, N/DTY IN SCH

The following types of leave may have **"DONATED"** hours reported on the LES:

ANNUAL, BASE CLOSURE, RESTORED

All donated hours being **"RETURNED"** will be added to the employee's annual leave balance.

The following types of leave may have **"CURRENT BALANCE"** hours or days reported on the LES:

ANNUAL, SICK, EDUCATOR, BASE CLOSURE, RESTORED, COMPENSATORY, GF COMP TIME, COMPEN-RELIG, CREDIT HOURS, DONATED, TIMEOFF AWD, MILITARY, SHORE, HOME.

The following types of leave may have a use or lose balance under the heading **"USE-LOSE/TERM DATE"**:

ANNUAL, MILITARY

The following types of leave may have a termination date under the heading **"USE-LOSE/TERM DATE"**:

BASE CLOSURE, RESTORED, SHORE

INJURY (COP) leave will have the injury number printed under the heading **"USE-LOSE/TERM DATE"**.

REMARKS Section

All remarks that apply to an employee print on the LES, unless there is insufficient room on the form due to the number of earning, deduction, or leave entries.

There are three types of remarks that may be printed on the LES: "SPECIAL", "ADDITIONAL", or "GENERAL". All "SPECIAL" remarks applicable to an employee are printed prior to any "ADDITIONAL" remarks being printed. All "ADDITIONAL" remarks will be printed after any "SPECIAL" remarks and prior to any applicable "GENERAL" remarks.

Listed below are all remarks presented in the sequence they occur on the LES. Each "SPECIAL" and "GENERAL" remark is followed by a description of the criteria used by the system to produce the remark.

SPECIAL REMARKS:

YOUR PAYROLL OFFICE IDENTIFICATION NUMBER IS XXXXXXXX.
> This remark is printed every pay period for all employees. The XXXXXXXX will be each individual employee's payroll office ID.

PAZ Y SALVO PARA VIAJAR
> This remark is printed every pay period, as the first remark, for all Panama employees.

ENROLL IN TSP-DEADLINE 31 MMM
> This remark is printed during both TSP open seasons.

FEDERAL EMPLOYEES HEALTH BENEFITS (FEHB) OPEN SEASON
> From the second Monday of November through the second Monday of December. This remark is printed during the FEHB open season.

BUY US SAVINGS BONDS
> This remark is printed every pay period in the months of April, May and June every year during the national bond campaign.

NET PAY INCLUDES CURRENT AWARD NET OF _____.__
> This remark is produced whenever an award is included with the current net pay amount.

ANNUAL RE-CERTIFICATION IS REQUIRED FOR PRETAX TRANSPORTATION BENEFITS. TO PREVENT INTERRUPTION, PLEASE PROVIDE CERTIFICATION TO YOUR CSR PRIOR TO DECEMBER 15.
> This remark is printed for all pay periods disbursed in November and any pay period disbursed in December that is prior to December 15th, for all active employees with Transportation Pretax Benefits.

USE THE WORK NUMBER FOR EMPLOYMENT VERIFICATION: 1-800-367-2884 OR WWW.THEWORKNUMBER.COM.
> This remark is printed the first full pay period of January, April, July, and October to inform employees of where to obtain employment verification information.

W-2 SEASON IS COMING. USE E/MSS AT HTTPS://EMSS.DFAS.MIL TO VERIFY OR UPDATE YOUR HOME ADDRESS, OR VISIT YOUR PAYROLL CUSTOMER SERVICE REPRESENTATIVE.
> This remark will be produced the first pay period disbursed for the months of August, September, October, November and December of each year.

IT IS YOUR DUTY TO COMPLY WITH FEDERAL TAX LAWS. CALL THE IRS FOR ASSISTANCE AT 1-800-829-1040 OR ACCESS THEIR WEBSITE AT WWW.IRS.GOV.
> This remark will be produced the first full pay period in March of each year.

MISSED TAX DAY? CALL THE IRS FOR ASSISTANCE AT 1-800-829-1040 OR ACCESS THEIR WEBSITE AT WWW.IRS.GOV.
> This remark will be produced the last pay period in April of each year.

ADDITIONAL REMARKS:

"ADDITIONAL REMARKS" are generated per DFAS Headquarters (DFAS-HQ) direction. DFAS-HQ will provide the remark text and the time frame that each remark will be printed. A maximum of three "ADDITIONAL REMARKS" may be printed per pay period.

GENERAL REMARKS:

YOUR PIN HAS BEEN ESTABLISHED/CHANGED FOR ACCESSING E/MSS. IF YOU DID NOT TAKE THIS ACTION, CONTACT 1-800-390-2348 OR (216) 522-5122
> This remark will be produced when notification is received by DCPS that an employee's PIN for E/MSS has been established or changed in MPDB.

THE CUMULATIVE RETIREMENT AMOUNT SHOWN MAY NOT REFLECT TOTAL RETIREMENT DEDUCTIONS DUE TO A CHANGE IN PAYROLL OFFICE OR A BREAK IN SERVICE
> This remark is printed for new "CSRS" and "FERS" employees on the employee's first LES, excluding "employees new to government".

PAY HELD - CONTACT CSR WITH EFT/WAIVER INFORMATION
> This remark is printed every pay period that an employee's pay has been held due to non-receipt of EFT or WAIVER information at the CSR.

PAY COMPUTED USING HOURLY AND ALTERNATE HOURLY RATES _____
> This remark will be produced anytime regular money is being paid to a firefighter (employee type code equals 'G') and has a firefighter divisor indicator equal to 'Y'. The blank will contain the Alternate hourly rate.

ACCESS TO YOUR LES IS NOW AVAILABLE THROUGH E/MSS. HARD COPY SERVICE WILL STOP IN TWO PAY PERIODS. CONTACT E/MSS CUSTOMER SUPPORT UNIT IF YOU CANNOT ACCESS YOUR LES
> This remark is produced the first pay period an employee elects through E/MSS to not receive a hardcopy LES due to the capability through E/MSS to receive LES via the WEB.

PAY WILL BE SUSPENDED NEXT PAY PERIOD IF EFT/WAIVER INFO IS NOT SUBMITTED - CONTACT CSR
> This remark is printed the pay period before an employee's pay will be held due to non-receipt of EFT or WAIVER information.

NET PAY PAYMENT BY CHECK - BANK CLOSURE
> This remark is produced when notification is received that a bank has closed and the direct deposit is no longer valid.

ALLOTMENT CANCELED - BANK CLOSURE
> This remark is produced when notification is received that a bank has closed and the direct deposit is no longer valid.

BANK CHANGE - NET PAY
> This remark is produced when a bank merger is processed.

NET PAY BANK/ACCOUNT NUMBER/ACCOUNT TYPE CHANGED
> This remark is produced when the SF1199A information submitted to change a bank, account number, or account type for net pay is processed.

SAVINGS ALLOTMENT #1 BANK/ACCOUNT NUMBER/ACCOUNT TYPE CHANGED
> This remark is produced when the SF1199A allotment information submitted changes the bank, account number or account type is processed.

SAVINGS ALLOTMENT #2 BANK/ACCOUNT NUMER/ACCOUNT TYPE CHANGED
> This remark is produced when the SF1199A allotment information submitted changes the bank, account number or account type is processed.

SAVINGS ALLOTMENT #1 AMOUNT CHANGED
> This remark is produced when the SF1199A allotment information submitted changes only the amount

SAVINGS ALLOTMENT #2 AMOUNT CHANGED
> This remark is produced when the SF1199A allotment information submitted changes only the amount.

NAME, SSN, DOB, OR MAILING ADDRESS CHANGED.
> This remark is produced when name, SSN, date of birth, or mailing address have changed.

BASIC PAY CHANGED
> This remark is produced when the employee's basic pay changes due to such actions as promotion, within grade increase, down grade, or legislative changes.

PAYABLE SALARY CAPPED IN ACCORDANCE WITH 5 USC 5304 OR OTHER STATUTORY AUTHORITY AT _____
> This remark is printed when the total amount printed in block 7 of the LES is the uncapped salary amount passed from personnel which exceeds the capped payable salary amount. The blank will contain the actual payable salary this employee is entitled to be paid.

PRETAX FEHB EXCLUSION $_____.__.
> This remark is produced when an employee has a Pretax FEHB indicator 'R' (Reduction Applied). The blank will contain the actual biweekly FEHB deduction, plus any FEHB indebtedness collected in the current pay period. This is the amount that was used to reduce the employees 'subject to' OASDI, Medicare, Federal Tax and the applicable State and Local taxes in the current pay period.

YOU HAVE WAIVED FEHB PRETAX EXCLUSION.
>This remark is produced when an employee has a Pretax FEHB indicator 'W' (Waiver Applied).

PAY COMPUTED USING RETAINED INFORMATION
>This remark is produced when the employee is in "Retained Grade" status.

PRETAX TRANSPORTATION BENEFITS EXCLUSION $_____.__.
>This remark is produced each pay period that an employee has earnings 'subject to' OASDI, Medicare, Federal Tax and the applicable State and Local taxes reduced for their Pretax Transportation Benefit. The blank will contain the amount of Pretax Benefit for 'Parking', 'Transit' and/or 'Vanpool' entered into DCPS.

EDUCATOR PAYMENT OPTION CHANGED FROM _____ MONTH TO _____ MONTH
>This remark is produced when an educator changes the number of months their pay is based on.

PAY SUSPENDED TEMPORARY APPOINTMENT EXPIRED
>This remark is produced when the hours, amount, or not to exceed date is reached on a temporary appointment.

ANNUAL AGGREGATE LIMIT EXCEEDED.$_____ OF_____ HAS BEEN CUTBACK.
>This remark is printed when an employee's pay has exceeded the annual aggregate limit and an amount is being cutback. The first blank will contain the dollar amount of the earnings cutback. The second blank will contain the type of earnings cutback.

ANNUAL AGGREGATE LIMIT EXCEEDED.$_____ OF_____ HAS BEEN DEFERRED.
>This remark is printed when an employee's pay has exceeded the annual aggregate limit and an amount is being deferred. The first blank will contain the dollar amount of the earnings deferred. The second blank will contain the type of earnings deferred.

$_____ _____ PREVIOUSLY DEFERRED DUE TO ANNUAL AGGREGATE LIMIT BEING EXCEEDED PAID THIS PERIOD.
>This remark is printed when an employee is being paid earnings that were previously deferred due to exceeding the annual aggregate limit. The first blank will contain the dollar amount of deferred earnings paid. The second blank will contain the type of deferred earnings paid.

PAY RATE ADJUSTED TEMPORARY PROMOTION EXPIRED
>This remark is produced when the not to exceed date is reached and pay is adjusted back to the permanent rate.

SEVERANCE PAY TERMINATED - EMPLOYEE REHIRED
>This remark is produced when a separated employee is rehired and the severance pay is stopped.

REEMPLOYED ANNUITANT MONTHLY OFFSET CHANGED
> This remark is produced when the monthly offset amount is changed.

ALLOWANCE/DIFFERENTIAL/PREMIUM/INCENTIVE PAY CHANGED
> This remark is produced for all transactions that update or change an entitlement.

NET PAY INCLUDES EXTRACURRICULAR/EXTRA DUTY PAY
> This remark is produced when a Extracurricular or Extra Duty Pay Award (YY &YZ) is included with the current net pay amount.

NET PAY INCLUDES VOLUNTARY SEPARATION INCENTIVE PAY
> This remark is produced when a VSIP Award (YS) is included with the current net pay amount.

BONUS PAID
> This remark is produced when a recruitment bonus or relocation bonus is processed.

$_____ COLLECTED THIS PAY PERIOD FOR $_____.___ _____ CORRECTION DEBT IN ACCORDANCE WITH DEBT COLLECTION IMPROVEMENT ACT OF 1996. POC: PAYROLL OFFICE CUSTOMER SERVICE DESK, _____, DSN _____.
> The first $ is the amount withheld for the current pay period. The second $ is the associated Total Debt Amount for the applicable overpayment. The next blank will identify the cause of the overpayment, which will be one of the following; Personnel, Time and Attendance, Allowance or FEGLI. The next blank is the Applicable Payroll Office Debt Section Service Desk's Commercial phone number. DSN is the DSN prefix for that number. This remark will be the first remark to print.

LUMP SUM PAID
> This remark is produced when there is a lump sum payment for leave. Annual, Restored, and Base Closure are the types of leave that could be included.

_____ LUMP SUM LEAVE PAYMENT INCLUDES_____@_____
> This remark is produced each pay period that annual or restored leave is paid to a firefighter (employee type code equals 'G'). The first blank will contain 'ANNUAL' or 'RESTORED' to denote the type of lump sum leave being paid. The second blank will contain all the hours and the applicable rate(s) at which they were paid.

INDEBTEDNESS COLLECTED FROM RETROACTIVE EARNINGS AND/OR ADJUSTED DEDUCTIONS
> This remark is produced when the system automatically collects an overpayment (indebtedness) from a retroactive payment and/or adjusted deductions in accordance with the Debt Collection Improvement Act of 1996.

INDEBTEDNESS COLLECTED FOR ADV ANNUAL
> This remark is produced when an automatic collection is made for advanced annual leave used.

INDEBTEDNESS COLLECTED FOR ADV SICK
> This remark is produced when an automatic collection is made for advanced sick leave used.

INDEBTEDNESS COLLECTED FOR ADV TIMEOFF
>This remark is produced when an automatic collection is made for advanced time off award leave used is not received within two pay periods or at time of separation.

INDEBTEDNESS COLLECTED FOR ADV RELIG
>This remark is produced when an automatic collection is made for advanced religious compensatory time used.

CONTACT YOUR AGENCY COORDINATOR FOR INFORMATION ABOUT DEDUCTION FOR DOD TRAVEL CARD DEBT.
>This remark is produced when a collection is made for a Travel Card Debt. (First two positions of the address code equal TC)

HOURS ANNUAL LEAVE UNAVAILABLE FOR USE DURING CURRENT APPOINTMENT
>This remark is produced each pay period that annual leave is not available for use for each 'EOP Non-Leave Earner' employee and each Executive or Court of Military Appeals Judge who has annual leave held in abeyance. The blank will contain the number of annual leave hours held in abeyance.

HOURS SICK LEAVE UNAVAILABLE FOR USE DURING CURRENT APPOINTMENT
>This remark is produced each pay period that sick leave is not available for use for each 'EOP Non-Leave Earner' employee and each Executive or Court of Military Appeals Judge who has sick leave held in abeyance. The blank will contain the number of sick leave hours held in abeyance.

HOURS ANNUAL LEAVE FORFEITED THIS PERIOD
>This remark is produced in the pay period that an USUHS 'AD' employee forfeits annual leave. The blank will contain the number of annual leave hours that were forfeited this pay period.

COMPENSATORY TIME HOURS PAID YTD
>This remark is produced when an employee is paid overtime for a compensatory time balance. The blank will contain the number of compensatory hours paid year to date.

COMPENSATORY TIME HOURS FORFEITED YTD
>This remark is produced when an employee forfeits compensatory time. The blank will contain the number of compensatory hours that were forfeited year to date.

INVESTIGATOR OVERTIME HOURS CONSIDERED - NOT PAID
>This remark will be produced when a Criminal Investigator that is authorized (ZM) LEO Availability Premium Pay also has (OY) overtime hours - not paid.

CREDIT HOURS PAID
>This remark is produced when an employee is paid for a credit hour balance.

CREDIT HOURS FORFEITED
>This remark shows the actual credit hours forfeited in the pay period.

TIME OFF AWARD FORFEITED
>This remark is produced when timeoff award hours are forfeited (lost).

FEDERAL TAX WITHHOLDING INFORMATION CHANGED
>This remark is produced when a W-4 withholding certificate change is processed or in the pay period in which February 15 falls for employees claiming exempt from Federal tax and no new W-4 has been submitted.

TAX DEDUCTION CHANGED FOR STATE #1
    This remark is produced when a withholding change is processed.

TAX DEDUCTION CHANGED FOR STATE #2
    This remark is produced when a withholding change is processed.

TAX DEDUCTION CHANGED FOR LOCAL
    This remark is produced when a withholding change is processed.

ATTEMPTED DELIVERY TO YOUR EMAIL ADDRESS WAS UNSUCCESSFUL.
PLEASE CONTACT LOCAL FIELD OFFICE
    This remark is produced when an employee elects to receive their LES via Email and the
    Email address entered in DCPS could not be validated by DISA.

OCCUPATIONAL TAX DEDUCTED THIS PERIOD
    This remark is produced for the one pay period a year that Pennsylvania tax Occupational
    Tax is withheld.

RETIREMENT CODE/PLAN CHANGED FROM _____ TO _____
    This remark is produced when an employee has a retirement code change or when NAF
    retirement plan/indicators change. The blanks will contains the name of the applicable
    retirement code plans.

CASH PAYMENT PROCESSED FOR RETIREMENT
    This remark is produced whenever a cash payment for retirement is processed.

RETIREMENT DEDUCTION CHANGED
    This remark is produced for employees with CSRS Retirement Codes C and E or NAF
    Retirement Codes 5D, 5F or 5G when the deduction amount changes because the
    maximum limits are reached for OASDI or when the deduction amount is changed for
    employees with State Endorsed Retirement (SERS).

OASDI AND MEDICARE PERCENTAGE CHANGED
    This remark is produced when the OASDI or Medicare deduction percentages are
    changed.

MILITARY DEPOSIT INTEREST APPLIED _____.__
    This remark is produced when the interest is applied to the balance due for Military
    Deposits. The blank will contain the amount of interest.

CASH PAYMENT PROCESSED FOR MILITARY DEPOSIT _____.__
    This remark is produced when a cash payment is processed for a Military Deposit. The
    blank will contain the amount of the cash payment that was processed in the pay period
    for a Military Deposit.

MILITARY DEPOSIT DEDUCTION CHANGED
    This remark is produced when the biweekly deduction amount for Military Deposit is
    changed.

TSP DEDUCTION PERCENT OR AMOUNT CHANGED
    This remark is produced when the percent or fixed pay period deduction amount for TSP
    changes.

TSP FUND DISTRIBUTION CHANGED
    This remark is produced when the fund distribution for the TSP deduction changes.

TSP LOAN PAYMENT CHANGED
    This remark is produced when the deduction amount for a TSP loan changes.

401(k) DEDUCTION PERCENT CHANGED
This remark is produced when the deduction percentage for the 401(k) plan changes.

401(k) FUND DISTRIBUTION CHANGED
This remark is produced when the fund distribution for the 401(k) deduction changes.

401(k) LOAN PAYMENT CHANGED
This remark is produced when the deduction amount for a 401(k) loan changes.

DEDUCTION CHANGED FOR DEBT
This remark is produced when the deduction amount for an indebtedness changes.

DEDUCTION CHANGED FOR GARNISHMENT
This remark is produced when the deduction amount for a garnishment changes.

DEDUCTION CHANGED FOR TAX LEVY
This remark is produced when the deduction amount for a tax levy changes.

CASH PAYMENT PROCESSED FOR DEBT
This remark is produced when a cash payment is made for an indebtedness.

FEHB PREMIUM HAS BEEN PREPAID BY YOUR AGENCY DUE TO INSUFFICIENT PAY. THIS DEBT MUST BE REPAID EXCEPT FOR THOSE ELIGIBLE RESERVISTS IN SUPPORT OF CONTINGENCY OPERATIONS.
This remark is produced when an employee has an employer contribution or adjustment for FEHB.

PREPAID FEHB PREMIUM DEBT COLLECTED.
This remark is produced when an employee has a deduction or adjustment for FEHB.

FEHB OPEN SEASON ENROLLMENT PROCESSED
This remark is produced in the first full pay period in January when an employee's open season FEHB change is effective.

FEHB DEDUCTION CHANGED
This remark is produced when the FEHB enrollment code or the deduction amount changes except in the pay period open season changes are processed.

DEDUCTION CHANGED FOR LONG TERM CARE INSURANCE-EMPLOYEE/SPOUSE
This remark is produced when the employee has a deduction amount change for the employee or spouse LTC insurance.

DEDUCTION CHANGED FOR LONG TERM CARE INSURANCE-DEPENDENT
This remark is produced when the employee has a deduction amount change for the dependent LTC insurance.

CASH PAYMENT PROCESSED FOR FEHB
This remark is produced when a cash payment for a FEHB indebtedness is processed.

RETROACTIVE ADJUSTMENT(S) FOR HEALTH BENEFITS PROCESSED
This remark is produced when a automatic collection for an FEHB indebtedness is processed.

LIFE INSURANCE ELECTION EFFECTIVE MM/DD/YY
This remark will be produced when an employee's FEGLI code or NAGUS information is changed. The blanks will contain the SF50 date of the life insurance enrollment or election change.

LIFE INSURANCE AGE CATEGORY CHANGED
This remark will be produced when an employee's age category is changed.

LIFE INSURANCE DEDUCTION CHANGED
This remark is produced when the deduction amount for FEGLI, NGAUS, or State/Private Insurance is changed.

LIFE INSURANCE PREMIUM CALCULATED USING MULTIPLE SHIFT RATES
This remark is produced for an Wage Board employee when the FEGLI deduction is calculated using multiple shift rates.

SERIES EE BOND AUTHORIZATION PROCESSED
This remark is produced when an add or stop action is processed for Series EE U.S. Savings bonds.

SERIES I BOND AUTHORIZATION PROCESSED
This remark is produced when an add or stop action is processed for Series I U.S. Savings bonds.

BOND BALANCE REFUNDED
This remark is produced when a bond balance is refunded.

BONDS PURCHASED
This remark is produced whenever the purchase price has been satisfied for a U.S. Savings bond. The number of bonds purchased is inserted into the blank space.

BOND DEDUCTION CHANGED
This remark is produced when a change action is processed for a U.S. Savings bond deduction.

UNION/EMPLOYEE ORGANIZATION CHANGED
This remark is produced when an action is processed to change the union or employee organization for which an employee is having a deduction made for dues.

UNION/EMPLOYEE ORGANIZATION DEDUCTION CHANGED
This remark is produced when the percent or amount of the union or employee organization dues deduction changes.

CFC ELECTION EFFECTIVE THIS PAY PERIOD
This remark is produced when the deduction for the Combined Federal Campaign (charity) begins in the first full pay period in January.

CFC DEDUCTION CHANGED
This remark is produced when the deduction amount for the Combined Federal Campaign (charity) changes.

LEAVE BALANCES CONVERTED
This remark is produced when an employee changes employee type and the leave system changes.

LEAVE DONATED THIS PAY PERIOD
This remark is produced on the leave donor's LES when leave is donated.

DONATED LEAVE RETURNED
This remark is produced on the leave donor's LES when leave is returned to the donor.

LEAVE ACCRUAL RATE CHANGED
This remark is produced in the pay period an employee's annual leave accrual rate changes, based on SCD for leave.

SERVICE COMP DATE (LEAVE) CHANGED
This remark is produced when the service computation date for leave is changed.

RETROACTIVE LEAVE ADJUSTMENTS PROCESSED
This remark is produced when adjustments are made to an employee's leave record.

RETROACTIVE CASH AWARD PAYMENT INCLUDED IN NET CHECK
This remark is produced when a retroactive correction to a cash award results in additional cash award money being included in the current net pay amount.

RETROACTIVE CASH AWARD OVERPAYMENT COLLECTED THIS PAY PERIOD
This remark is produced when a retroactive correction to a cash award results in a cash award overpayment being collected from current pay.

RETROACTIVE TIME AND ATTENDANCE ADJUSTMENTS PROCESSED
This remark is produced when corrections are made to prior pay period time and attendance transactions.

RETROACTIVE PERSONNEL DATA PROCESSED
This remark is produced when a transaction received from the civilian personnel system contains an effective date for a prior pay period.

CONSENSUAL COLLECTION OF DISHONORED CHECK
This remark is produced when collection of a dishonored check is processed through the system.

HOME LEAVE AVAILABLE FOR USE __/__/__ .
This remark is produced for every employee that has a home leave 'eligibility use date' that is greater than the current pay period end date.

YOUR _____ RETIREMENT DATA WAS SENT TO OPM _____
SEPARATION DATE _____
REGISTER NUMBER _____
PAYROLL OFFICE NUMBER _____
FOR QUESTIONS CALL: 1-888-767-6738 OR 1-202-606-0500
OR WRITE: OPM, RETIREMENT OPERATIONS CENTER

PO BOX 45 BOYERS PA 16017-0045
This remark is produced when an employee's 'Register Process Date' for retirement is entered in the system.

SYSTEM PROCESSING:

1.   Inactive Status. There will be no LES issued for an inactive employees unless an adjustment is made to the employee's payroll records, or the retirement 'Register Process Date' is entered. Employees that have a T&A status code 'P', will not receive a hard copy LES but will continue to have their LES sent to EMSS.

2.   Biweekly LES including Awards. Awards are included on the regular biweekly LES. The employee's regular pay and current award amounts are identified separately in the earnings section of the LES, the following remark will be printed in the remarks section: "NET PAY INCLUDES CURRENT AWARD NET OF _____". Year to date amounts include award amounts.

        When a retroactive correction is done to a cash award and a retroactive payment or retroactive overpayment deduction is created, the applicable amounts will be shown in the retroactive section of the LES and the applicable remark generated. Retroactive payments for cash award amounts will not be displayed in the current earnings section of the LES.

3.   File Content/Creation.

        a.   Multiple net pay LES data files are created, from each DCPS database. The system uses state/zip code, and delivery point barcode data to create the files.

        b.   Per USPS mailing regulations, the biweekly net pay LES files printed and mailed by U.S. DAPS sites are divided into separate Barcoded and Non Barcoded files, then each file is sorted by Zip Code and SSN within geographic location.

        c.   Per Military mailing regulations, the biweekly net pay LES files printed and mailed by DAPS Ramstein and DAPS Yokusuka, using the employee mailing address data, are sorted by Zip Code, then UNIT, and then by BOX number.

        d.   The Payroll Office address is the return address for biweekly net pay LES's printed and mailed by U.S. DAPS sites.

        e.   In order to comply with Military mailing regulations, the local DAPS address is the return address for all LES files printed and mailed by DAPS Ramstein and DAPS Yokusuka.

4.   File Printing. The specific data used by the system to determine which DAPS site will print employee LES's is identified below:

        a.   If the employee's MER mailing address **STATE** is a U.S. State, Possession, or Territory abbreviation (as listed below) the **STATE** is used to determine which DAPS site will print the LES.

        b.   If the employee's MER mailing address state is **"AA"** DAPS Pensacola will print the LES.

        c.   If the employee's MER mailing address state is **"AE"** and the zip code is 09508, 09593 or 09596 DAPS Pensacola will print the LES.

        d.   If the employee's MER mailing address state is **"AE"** and the zip code is 09704, 09727, 09730, or 09731 the DAPS site servicing the payroll office will print the LES.

e.   If the employee's MER mailing address state is **"AE"** and the zip code is not one listed above in paragraphs c or d, DAPS Ramstein will print the LES.

f.   If the employee's MER mailing address state is **"AP"** DAPS Yokusuka will print the LES.

g.   If the employee's MER mailing address is a **Foreign address** DAPS Charleston will print the LES.

h.   The exception to the above criteria is if the employee's MER mailing address STATE is invalid (not listed below), and the Employing Activity mailing address State is "AE" or "AP" the local DAPS site servicing the Payroll office will print the LES.

EMPLOYEE/ACTIVITY STATE/ZIP CODE	DEFENSE AUTOMATED PRINTING SERVICE SITE	
NC, SC, VA & Foreign Address - state and zip code = spaces	CHARLESTON	(C01)
AZ, CO, IA, IL, IN, KS, MI, MN, MO, MT, ND, NE, NM, NV, OK, SD, TX, UT, WI & WY	DENVER	(C02)
AL, AR, FL, GA, KY, LA, MS, PR, TN, VI & AA	PENSACOLA	(C04)
AE - and zip code is 09508, 09593 or 09596		
HI, GU, AS, FM, MH, MP, & PW	PEARL	(C05)
CA, CT, DC, DE, MA, MD, ME, NH, NJ, NY, OH, PA, RI, VT, & WV	MECHANICSBURG	(C06)
AK, ID, OR, & WA	PUGET SOUND	(C07)
AE, and the zip code is not 09704, 09727, 09730, 09731, 09508, 09593 or 09596	RAMSTEIN	(O10)
AP	YOKUSUKA	(O11)

5.   DAPS Sites. DAPS site identification codes are used by the system to identify the site as either a U.S. (C) or Overseas (O) print site. The following list identifies each DAPS print site, the assigned DAPS Site ID, and the designated contingency print site for the LES files.

PRINT SITE	DAPS SITE ID	CONTINGENCY PRINT SITE
CHARLESTON	C01	PENSACOLA
DENVER	C02	PUGET SOUND
PENSACOLA	C04	CHARLESTON
PEARL	C05	PUGET SOUND
MECHANICSBURG	C06	CHARLESTON
PUGET SOUND	C07	DENVER
RAMSTEIN GERMANY	O10	PENSACOLA
YOKUSUKA	O11	PEARL

6.   File Data Storage. LES files are automatically transmitted to the designated DAPS print site. DCPS divides large LES files, prior to transmission to DAPS, into multiple files containing no more than 10,000 LES's each.

The LES data is stored and identified in System Archive Retrieval (SAR) as follows: The database ID, P6641, last three digits is the DAPS ID (i.e. ZFANP664C01).

7.   In Lieu of Leave and Earnings Statement (LES). Customer Service Representatives (CSR) have the capability to request an In Lieu of LES be generated instead of a reprint of the original Department of Defense Civilian Leave and Earnings Statement from DAPS. The CSR can accomplish this by inputting an employee's SSN, either of the prior two pay period end dates and a printer id on a defined screen. The In Lieu of LES will provide to the employee all of the information that the hard copy LES provides.

8.   Leave and Earnings Statement (LES) via E/MSS. Civilian employees have view access to the current and two prior LESs electronically via the WEB using E/MSS. Print capability will also be available. Employees may elect to stop the conventional "hardcopy" delivery of their LES. Employees may also elect to restart the conventional "hardcopy" delivery via E/MSS. If an employee is in a pending status, 'P' in T&A, and receives no pay, they will not receive a hard copy LES. However, they will still have access to their LES via EMSS.

SAM PLE FORM

DEPARTM ENT OF DEFENSE
C IV IL IA N LEAVE AND EARN IN G S STATEM ENT
VISIT THE DFAS W EB SITE AT: W W W .DFAS.M IL

1. PAY PERIOD END
08/14/99

2. PAY DATE
08/20/99

3. NAME	4. PAY PLAN/GRADE/STEP	5. HOURLY/DAILY RATE	6. BASIC OT RATE	7. BASIC PAY + LOCALITY ADJ = ADJUSTED BASIC PAY
PUBLIC JOHN Q	GS12 / 02	22.16	25.25	43876.00 + 23788 = 46254.00

8. SOCIAL SEC NO	9. LOCALITY %	10. FLSA CATEGORY	11. SCD LEAVE	12. MAX LEAVE CARRY OVER	13. LEAVE YEAR END
417-64-5555	5.42	E	12/02/88	240	01/01/00

14. FINANCIAL INSTITUTION - NET PAY	15. FINANCIAL INSTITUTION - ALLOTMENT #1	16. FINANCIAL INSTITUTION - ALLOTMENT #2
AMSOUTH BANK OF FLORIDA	PEN AIR FEDERAL CREDIT UNION	WARRINGTON BANK

17. TAX	MARITAL STATUS	EXEMPTIONS	ADD'L	18. TAX	MARITAL STATUS	EXEMPTIONS	ADD'L	TAXING AUTHORITY	19. CUMULATIVE RETIREMENT	20. MILITARY DEPOSIT
FED	S	1		100003	S	11		MOBILE NR		
AL	S	P1/D10		100006	S	1		LILLIAN		
GA	S	1	10							

21.	CURRENT	YEAR TO DATE	22.		
GROSS PAY	1810.68	27751.80	401(K)	EARNINGS FOR 401(k) CALC (CURRENT)	
TAXABLE WAGES	1668.86	26358.40	8%	1772.80	
NONTAXABLE WAGES					
TAX DEFERRED WAGES	141.82	1393.40	A FUND. 70%		
DEDUCTIONS	840.78	12267.97	B FUND. 0%		
AEIC			C FUND., 30%	EARNINGS FOR 401(k) CALC (YTD)	
NET PAY	969.90	15493.83		27101.60	

CURRENT EARNINGS

TYPE	HOURS/DAYS	AMOUNT	TYPE	HOURS/DAYS	AMOUNT	TYPE	HOURS/DAYS	AMOUNT
REGULAR	80.00	1772.80						

RETROACTIVE EARNINGS

TYPE	HOURS/DAYS	AMOUNT	TYPE	HOURS/DAYS	AMOUNT	TYPE	HOURS/DAYS	AMOUNT
OVERTIME	1.50	37.88						

DEDUCTIONS

TYPE	CODE	CURRENT	YEAR TO DATE	TYPE	CODE	CURRENT	YEAR TO DATE
ALLOTMENTS.SV #1#2		175.00	2675.00	FEGLI	C	8.09	123.48
MEDICARE		26.25	402.40	RETIRE, FERS	K	14.18	216.78
401(k) SAVINGS		141.18	1393.40	CHARITY	AA	3.00	48.00
FEHB	104	23.22	369.04	OASDI		112.26	1720.61
TAX, FEDERAL		288.42	4518.52	TAX, LOCAL	100003	16.18	263.58
TAX, LOCAL	100006		10.00	TAX, STATE	AL	21.58	351.44
TAX, STATE	GA	10.79	175.72				

LEAVE

TYPE	PRIOR YR BALANCE	ACCRUED ACCRUED PAY PD	USED YTD	USED PAY PD	DONATED/ YTD	CURRENT RETURNED	USE-LOSE/ BALANCE	TERM DATE
ANNUAL	177.00	6.00	90.00	1.00	59.50		207.50	37.50
SICK	47.25	4.00	60.00	4.00	32.00		75.25	
HOLIDAY					32.00			
ADMIN					12.00			

REMARKS

SEND YOUR EMPLOYMENT/LOAN VERIFICATIONS TO YOUR HUMAN RESOURCE OFFICE.
TSP DEDUCTION PERCENT OR AMOUNT CHANGED

Pay   F5-369   Leave and Earnings Statement